

1 *About the Deskbook*

OVERVIEW



Welcome to the FDIC's **Outside Counsel Deskbook**. If the FDIC sent you a copy of this Deskbook, you have entered into – or are about to enter into – a Legal Services Agreement (LSA) with the FDIC or have been selected for a Legal referral. The Deskbook provides instructions for you to follow when supplying legal matter information and legal bills to the FDIC.

The policies and procedures described in and referred to by this Deskbook apply when you have been retained to handle a legal matter(s) for the FDIC.

By using this Deskbook, you can:

- Find all the forms you need to submit and/or amend a budget, as well as submit an invoice
- Use checklists to ensure the paperwork you complete and the processes you follow are correct
- Learn the ins and outs of the FDIC's travel policy
- Access information on submitting Travel Vouchers
- Learn how to amend your LSA, if needed.

OVERVIEW (cont.)

This chapter gives you information on the following:

- ⇒ Roles and Responsibilities
- ⇒ Chapter Descriptions
- ⇒ Chapter Organization
- ⇒ Icon Descriptions
- ⇒ Formatting Technique
- ⇒ Page Numbering Explanation

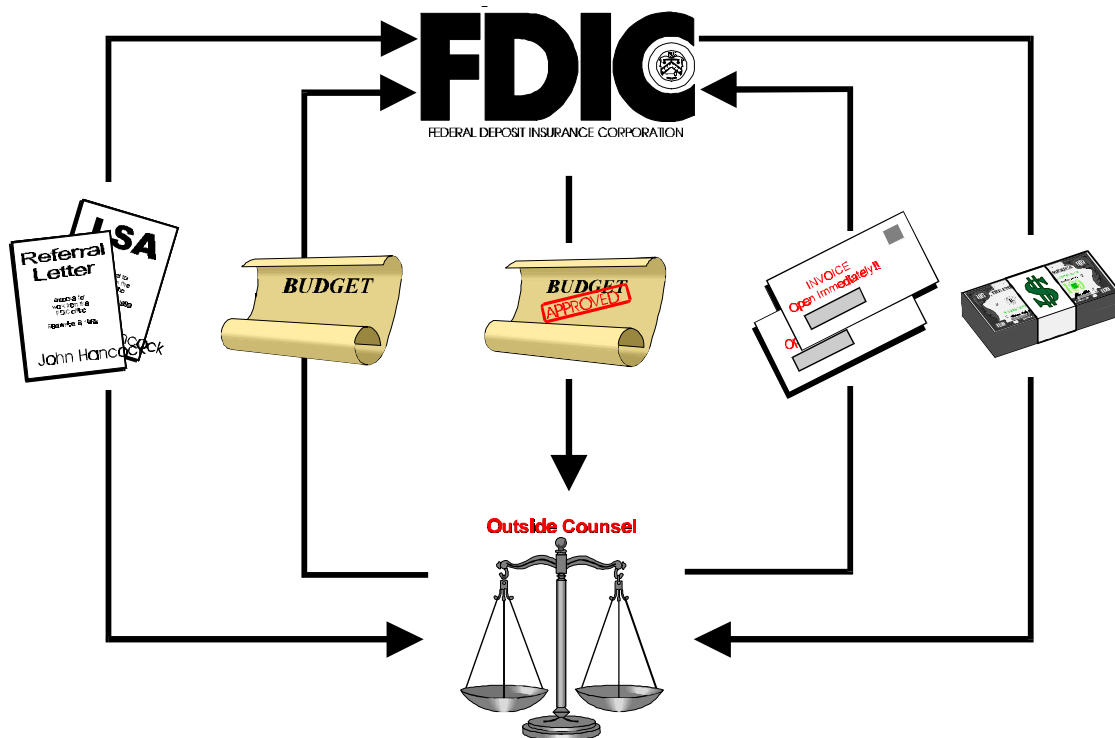
What will this Deskbook do for me? Read this chapter to find out.

ROLES AND RESPONSIBILITIES

Both you and the FDIC Oversight Attorney have specific roles and responsibilities. For example, you are responsible for submitting accurate paperwork (e.g., budgets, invoices) promptly, while the FDIC Oversight Attorney is responsible for approving your paperwork and managing all legal assignments and litigation.

A graphic illustrating the administrative paperflow between the FDIC and Outside Counsel is shown on *Page 1-3*.

ADMINISTRATIVE PAPERFLOW BETWEEN THE FDIC AND OUTSIDE COUNSEL



For more details on the roles and responsibilities of FDIC and Outside Counsel, refer to the **Guide for Outside Counsel**.

ROLES AND RESPONSIBILITIES (cont.)



NOTE: Available for your reference in Appendix E are excerpts from the following FDIC policies and procedures. Please note that the FDIC may periodically update these policies and procedures; contact your Oversight Attorney for the most current information. Information on these topics, and other important topics, such as malpractice insurance, is also found in the *Guide for Outside Counsel*.

Outside Counsel is required to comply with:

- *Conflicts of Interest*
- *Certification and Disclosure Procedures (31 U.S.C. 1352) (Byrd Amendment)*
- *Co-Counsel Guidelines*

CHAPTER DESCRIPTIONS

The Deskbook is organized into seven chapters, each separated by a tab. In addition, immediately preceding each chapter is a diagram which tells you where you are within the Deskbook.

Table of Contents – Lists main sections and sub-sections of the Deskbook with corresponding starting page numbers.

The Deskbook is divided into seven chapters. Read on to find out what each chapter is about.

**CHAPTER
DESCRIPTIONS
(cont.)**

Chapter One (About the Deskbook) – Describes the content of the Outside Counsel Deskbook including an overview of the Deskbook, its purpose, conventions used, chapter descriptions, icon descriptions, formatting technique, and a page numbering explanation. Also describes basic roles and responsibilities of the FDIC and you as Outside Counsel.

Chapter Two (Setting Up A Budget) – Explains the process Outside Counsel must follow to create and submit a budget to the FDIC. Provides information on when a budget worksheet is required for a legal matter.

Chapter Three (Submitting An Invoice) – Describes the invoice process. Lists in detail what can and cannot be submitted on an invoice.

Chapter Four (Amending the LSA) – Explains when and why an LSA needs to be amended. Provides the steps for amending an LSA.

Chapter Five (Understanding Travel Policy) – Explains the FDIC's travel policy for Outside Counsel; specifies what can and cannot be included on the Travel Voucher and what receipts are required.

Chapter Six (Amending A Budget) – Describes the steps to amend a budget. Provides an explanation of when an amended budget worksheet is required.

Chapter Seven (Closing Out A Legal Matter) – Describes what is required by the FDIC for closing a legal matter. Includes information about how long Outside Counsel must maintain government documents.

**CHAPTER
DESCRIPTIONS
(cont.)**

The following are included as appendices:

- *Policies* – Explains some policies which you should know when performing legal work for the FDIC. As mentioned on *Page 1-4*, you are required to comply with the Byrd Amendment, conflicts of interest and co-counsel guideline policies.
- *Forms* – Contains blank and sample completed forms. These forms are referenced within the text of the corresponding chapter.

List of Acronyms – Contains a list of the acronyms used in the Deskbook.

Glossary – Lists definitions of terms used throughout the Deskbook.

Index – Lists topics alphabetically with respective page location(s).

**CHAPTER
ORGANIZATION**

Each chapter begins with an overview. This overview provides a high-level summary of the chapter content. After the overview, the required documentation to complete each action for a given content area is listed. Following are procedures for each particular content area.

The specific procedures necessary to complete a process are documented in the following chapters:

- Chapter 2 (Setting Up a Budget)
- Chapter 3 (Submitting an Invoice)
- Chapter 4 (Amending the LSA)
- Chapter 5 (Understanding Travel Policy)
- Chapter 6 (Amending a Budget)
- Chapter 7 (Closing Out a Legal Matter)

**CHAPTER
ORGANIZATION
(cont.)**

Following the procedures are checklists to ensure work is completed accurately. While the content in the checklists may seem repetitive, you can use the checklists to ensure that no steps have been neglected.

In addition, bulleted lists, tables, and charts are used throughout the Deskbook to present information clearly.

Presenting the information in the same order in each chapter makes it easier for you to find needed information quickly.

**ICON
DESCRIPTIONS**

Icons (i.e., symbols) are used throughout the Deskbook to add visual interest and help you recognize particular types of information (e.g., checklists, warnings, important points). For example, you may want to know quickly what types of forms you need to submit with your Invoice Package to the FDIC. All you need to do is page through Chapter 3 (Submitting an Invoice) until you see the Forms icon. The icons are described below.



Signifies the Overview appearing at the beginning of each chapter.



Indicates a warning (e.g., an action to avoid).



Signifies references you may want to consult (e.g., regulations, U.S.C.).

**ICON
DESCRIPTIONS
(cont.)**

Signifies a checklist for a process.



Indicates frequently asked questions that appear at the end of each chapter.



Signifies an important note to remember.



Indicates that forms are required in the process (e.g., Travel Vouchers).



Signifies steps to follow (e.g., procedures).



Indicates that timely action is required (e.g., you have limited time to renew an LSA).

**FORMATTING
TECHNIQUE**

The formatting technique in this Deskbook uses a method of organizing information into labeled blocks. Headings, sub-headings, and sub-sub headings are all used to label blocks of information. These blocks are separated from other topics by a horizontal line.

PAGE NUMBERING

Each chapter is numbered sequentially. A page is numbered according to the chapter in which it resides. For example, Chapter 4 pages will be numbered 4-1, 4-2, 4-3, etc.